



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 5, 2016

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 20, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM V

Section Chief Transit Operating - Southern  
Division of Public & Intermodal Transportation  
Springfield

Attachments  
40702

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 20, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager V</b>	<b>Salary Range:</b>	<b>\$6,020 - \$10,210</b>
<b>Position Title:</b>	<b>Section Chief Transit Operating - Southern</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-80-601-00-01</b>	<b>IPR#:</b>	<b>#40702</b>

---

**Office/Central Bureau/District/Work Address:**

Public and Intermodal Transportation / Bureau of Transit Operations / 2300 S. Dirksen Parkway, Springfield, IL

---

**Description Of Duties:**

This position is responsible for the review, analysis, and administration of public transportation operating assistance programs in the southern portion of the state of Illinois. This position provides assistance to both urban and rural communities with various populations with grant related issues, technical assistance, and meeting the various federal and state program compliance requirements. In addition, this position is responsible for managing the day-to-day grant activities associated with the state and federal public transportation operating assistance programs in southern Illinois and management of the Rural Transportation Assistance Program (RTAP) agreement.

---

**Special Qualifications:*****The following criteria is required:***

- Valid driver's license
- Occasional travel with overnight stays

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in accounting, business administration, finance or transportation planning
- Seven years' relevant work experience including supervisory experience
- General knowledge of financial management and general accounting principles, public transportation operations, and governmental grant programs
- Strong attention to detail
- Excellent mathematical aptitude

---

**Shift/Remarks:**

8:00 am - 4:30 pm / Monday - Friday

## ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

<b>DATE:</b>	October 2014	<b>POSITION:</b>	Section Chief Transit Operating - Southern
<b>APPROVED BY:</b>	David Spacek	<b>OFFICE/DIVISION:</b>	Public & Intermodal Transportation
<b>CODE:</b>	PW415-23-80-601-00-01	<b>REPORTS TO:</b>	Bureau Chief of Transit Operations

---

### ***Position Purpose***

This position is accountable for the review, analysis, recommendation of approval and administration of public transportation grant programs providing state and federal operating assistance to both rural and urbanized public transportation providers in the southern Illinois areas. In addition, this position is responsible for monitoring and analyzing developments affecting public transportation operating assistance programs in Southern Illinois, including the management of the Rural Transportation Assistance Program (RTAP), and ensuring grant recipients are in compliance with federal and state program requirements.

### ***Dimensions***

Subordinate Personnel:	3
Operating Assistance Grants Administered (annual):	45-50 projects
Total Grant Funds (annual):	In excess of \$525 million

### ***Nature and Scope***

This position reports to the Bureau Chief of Transit Operations, as do the Section Chiefs of Transit Operating – Northern and Service Coordination and Compliance. Reporting directly to this position are a Transit Operating Program Manager, and two Transit Operating Project Managers.

This position is accountable for the review, analysis and administration of state and pass-through federal public transportation programs providing operating assistance to public transportation providers located in the Southern areas of Illinois. This position provides technical assistance to both urban and rural communities with various populations with grant related issues, technical assistance and meeting the federal and state programmatic and compliance requirements. In addition, this position is responsible for managing the day-to-day grant activities associated with the state and federal and operating assistance programs. The position is also accountable for management of the state allocation of the federal Section 5311 federal funds, the coordination of state funding and the project management of transit grants providing operating assistance to urban and rural areas in Southern Illinois. S/He assists the Bureau Chief in determining annual project priorities based upon the need for each project and the availability of funds.

Typical issues faced by the incumbent include coordinating grant budget and scope with federal funding agencies, providing technical assistance to various counties, cities and transit providers in the preparation of operating assistance grant application materials, proper accounting documentation of reimbursement requests, ensuring adherence to federal and state policies and procedures, and setting and monitoring staff assignments and priorities. The major challenges for the incumbent are to ensure that operating grant funds are used in an eligible cost-effective manner to provide viable, efficient and safe public transportation services within state, ensure all federal program guidelines are adhered to, and operating assistance funds are obligated and disbursed in a timely manner.

The incumbent personally reviews and recommends approval, when justified, of all public transportation operating assistance grant applications and requisition requests for Southern Illinois grant recipients. This includes justification for each component of an application in terms of need and budget sufficiency, and each component of a payment requisition for accuracy, eligibility and adherence to project budget and scope. S/He provides liaison with federal counterparts to ensure coordination of grant efforts. The incumbent administers operating grant projects to ensure compliance with state/federal guidelines relating to project scope and budget and basic accounting principles. Other responsibilities include annual on-site reviews of grant recipients to ensure grant funds are being expended and documented according to federal and state program requirements, transit operations are in compliance with federal and state program requirements, and the inspection of grant project facilities and equipment for proper use and maintenance. The incumbent may be called upon to perform special high priority assignments related to division activities. The incumbent has to be extremely detailed, very well organized, and maintain accurate program/grant files.

The incumbent accomplishes accountabilities through the following staff:

Transit Operating Program Manager: who is responsible for the effective program management of and program compliance with state and federal operating assistance funds, which provide financial assistance for operating costs associated with providing public transportation in Southern Illinois;

Transit Operating Project Managers (2): who are accountable for oversight of the day-to-day grant management activities of operating assistance grants provided to various public transportation providers in Southern Illinois, and for assisting the various transit operators with state and federal program compliance issues.

The incumbent has wide latitude to perform his/her duties and manage staff but is constrained by department and division policies and procedures, the Federal Transit Administration's program regulations, manuals and circulars. The incumbent is expected to participate in the selection, appraisal, and recommendations pertaining to his/her staff. Problems outside the scope of the procedures are discussed with the bureau chief and deputy director in order to determine a recommended course of action.

Within the Department, the incumbent maintains contact with representatives from the Offices of Planning and Programming, Finance and Administration, Chief Counsel and Communications. Externally, the incumbent has frequent contact with local public/private transportation agencies, local/state officials, the public, consultants, and vendors for the purpose of accomplishing all assigned responsibilities. These tasks often require the incumbent to travel within the Southern portion of the state, as well as to Chicago, and make presentations to transit officials and providers. Some overnight travel may be expected.

The effectiveness of this position will be measured by the ability of the incumbent to accomplish the timely implementation of transportation operating assistance programs, and ensure grant recipients are in compliance with federal and state program requirements.

***Principal Accountabilities***

1. Reviews grant activities to ensure conformance with established department and division policies; recommends actions where there is no established policy.
2. Evaluates grant applications on the basis of need, priorities and conformance with department objectives.
3. Ensures compliance of contractual agreements with federal/state program guidelines for grant administration.
4. Provides liaison between the Division and the representatives of the various counties, and transit providers in southern Illinois on all issues relating to the federal and state operating assistance programs.
5. Monitors and analyzes transit related activities of the Southern Illinois areas which have a potential impact on state transit policy.
6. Works with the Bureau Chief to set staff priorities and manage the timeliness of meeting stated deadlines.
7. Trains, motivates and evaluates subordinates to ensure a well developed and competent staff.
8. Reviews and approves payment of requisitions to ensure the eligibility of stated expenses.
9. Perform other duties as assigned.
10. Maintains harmonious relationships with employees, agency officials and the general public.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.